

Registry

83-0451/26

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Officer/OTE
1025 C of C

EXTENSION

NO.

OTE 83-1331

DATE

7 September 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer to
the DDA
7D18 HQS

DP

STAT
SIAI

2.

3.

4.

A

STAT
STAT

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

*Please sign all
forms & return
to me. Sks.*

100-5

FORM
1-79

610

USE PREVIOUS
EDITIONS

CONFIDENTIAL

DD/A Registry
83-0451/p6

OTE 83-1331

7 September 1983

MEMORANDUM FOR: Executive Officer to the DDA

FROM:

[Redacted]

Executive Officer
Office of Training and Education

25X1

SUBJECT: Updated Authorizations for OTE Personnel

REFERENCE: DTE Memo to DDA, Subject: "OTE Travel Authorizing
Officials," dated 14 July 1983 (copy attached)

George:

1. Attached are copies of Form #725, Designation or Revocation of Authority. (Also attached for your information is a copy of the list currently held in the files of OF.) We updated the list to reflect the minimum number of officers required by OTE to keep the paperwork flowing in an orderly fashion. The two individuals listed for Agency External Training Travel, [Redacted] process approximately 5,500 external requests annually and are in the best position to handle this volume. [Redacted] as Executive Secretary, Training Selection Board, is the only one knowledgeable of the results of TSB deliberations.

25X1

2. Please call me on extension [Redacted] if there are any questions or problems.

25X1

[Redacted]

25X1

Attachments
As Stated

[Redacted]

25X1

CONFIDENTIAL